

Absence Requests

Introduction

This guide provides the procedures for creating an electronic Absence Request, submitting for approval, approving or denying an absence request, entering requests as proxies, and approving requests as proxies. The following types of absences can be submitted:

- INCONUS leave
- OUTCONUS leave
- Sick leave
- Adoption leave
- Spousal leave (formerly known as Paternity leave)
- Maternity leave
- Post Deployment Mobilization Respite Absence (PDMRA)

Leave Requests for PHS Officers Detailed to the CG

Do not use these procedures to submit leave transactions for PHS Officers. See <http://www.uscg.mil/ppc/phs/> for PHS self-service absence request procedures.

Delegation Request

When instances prevent the approving official from approving Absence Requests, a delegate can be assigned to approve or deny any requests forwarded to the original approver. Procedures can be found in the [Delegate Request](#) user guide.

Contents


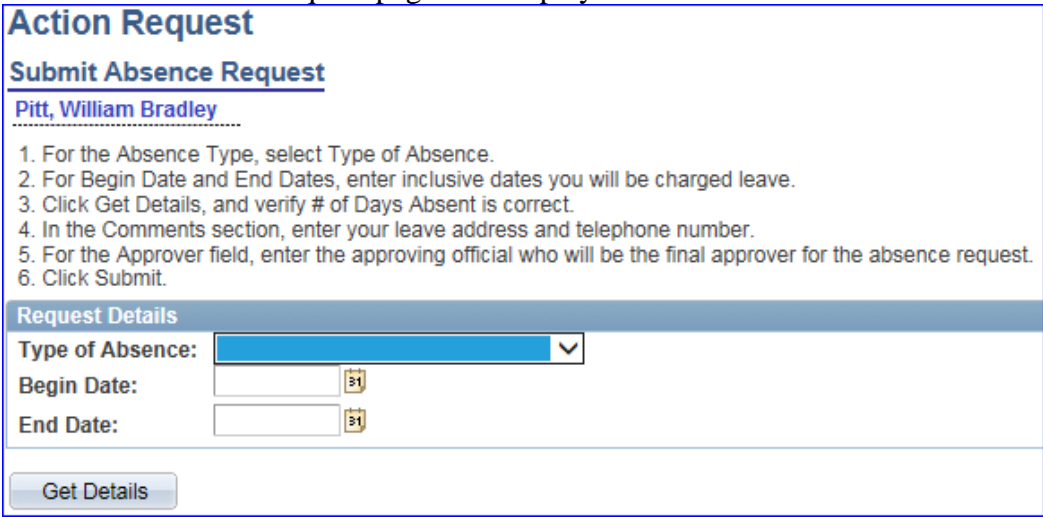
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Submitting an Absence Request by Member

Introduction This guide provides the procedures for submitting an absence request in Direct Access.

Note: Do not submit an Absence Request if the final approving authority for the absence will not be able to approve it in a timely manner.

Procedures See below.

Step	Action
1	<p>From the Requests tab, select the Submit an Absence Request link in the Self Service Requests pagelet.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is selected and highlighted with a red box. Below the tabs is a section titled 'Self Service Requests' with a blue header. Inside this section, there are several links: 'Submit an Absence Request' (highlighted with a red box), 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)', 'User Access Request', and 'Submit a Drill Request'.</p>
2	<p>The Select Absence Request page will display.</p>  <p>The screenshot shows a web page titled 'Action Request' with a sub-header 'Submit Absence Request'. Below this is the name 'Pitt, William Bradley'. There are six numbered instructions: 1. For the Absence Type, select Type of Absence. 2. For Begin Date and End Dates, enter inclusive dates you will be charged leave. 3. Click Get Details, and verify # of Days Absent is correct. 4. In the Comments section, enter your leave address and telephone number. 5. For the Approver field, enter the approving official who will be the final approver for the absence request. 6. Click Submit. Below the instructions is a section titled 'Request Details' with a blue header. It contains a dropdown menu for 'Type of Absence:', two date pickers for 'Begin Date:' and 'End Date:', and a 'Get Details' button.</p>

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Submitting an Absence Request by Member, Continued

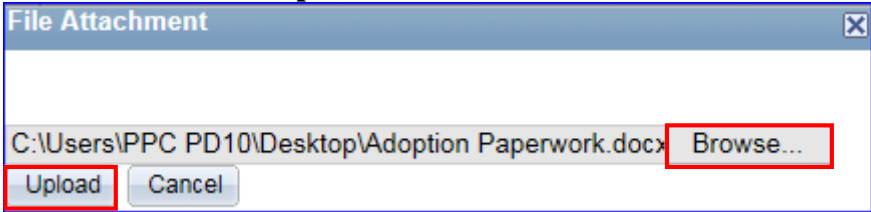
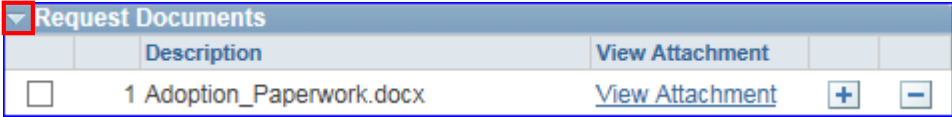
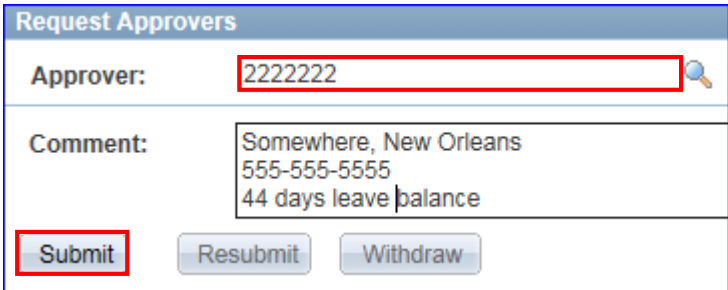
Proceduress,
continued

Step	Action
3	<p>Select the Type of Absence from the drop down, enter the first full day of absence in the Begin Date, enter the last full day of absence in the End Date and click the Get Details button.</p> <div> <p>Action Request</p> <p>Submit Absence Request</p> <p><u>Pitt, William Bradley</u></p> <ol style="list-style-type: none"> 1. For the Absence Type, select Type of Absence. 2. For Begin Date and End Dates, enter inclusive dates you will be charged leave. 3. Click Get Details, and verify # of Days Absent is correct. 4. In the Comments section, enter your leave address and telephone number. 5. For the Approver field, enter the approving official who will be the final approver for the absence request. 6. Click Submit. <div> <p>Request Details</p> <p>Type of Absence: Adoption Leave</p> <p>Begin Date: 07/01/2016</p> <p>End Date: 07/31/2016</p> <p>Get Details</p> <p>Request Information</p> </div> <div> <p>Adoption Leave</p> <p>Leave - INCONUS</p> <p>Leave - OUTCONUS</p> <p>MOB Respite</p> <p>Maternity Leave</p> <p>Sick Leave</p> <p>Spousal Leave</p> <p>Terminal Leave - INCONUS</p> <p>Terminal Leave - OUTCONUS</p> </div> </div> <p>NOTE: If the dates entered within the Begin/End Date fields overlap with another Absence Request, the system will not allow this Absence Request to be submitted.</p>
4	<p>The Request Information section will populate the # of Days Absent and the Leave Balance for the member.</p> <div> <p>Request Information</p> <p># of Days Absent: 31</p> <p>Leave Balance: 44</p> </div>
5	<p>The Request Documents section allows attachments to be added to the request. Click on the Add Attachment link.</p> <div> <p>Request Documents</p> <p>Add Attachment</p> </div>

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Submitting an Absence Request by Member, Continued

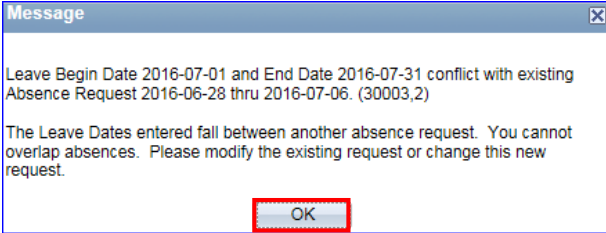
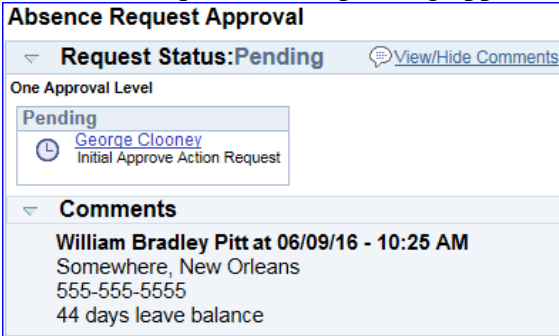
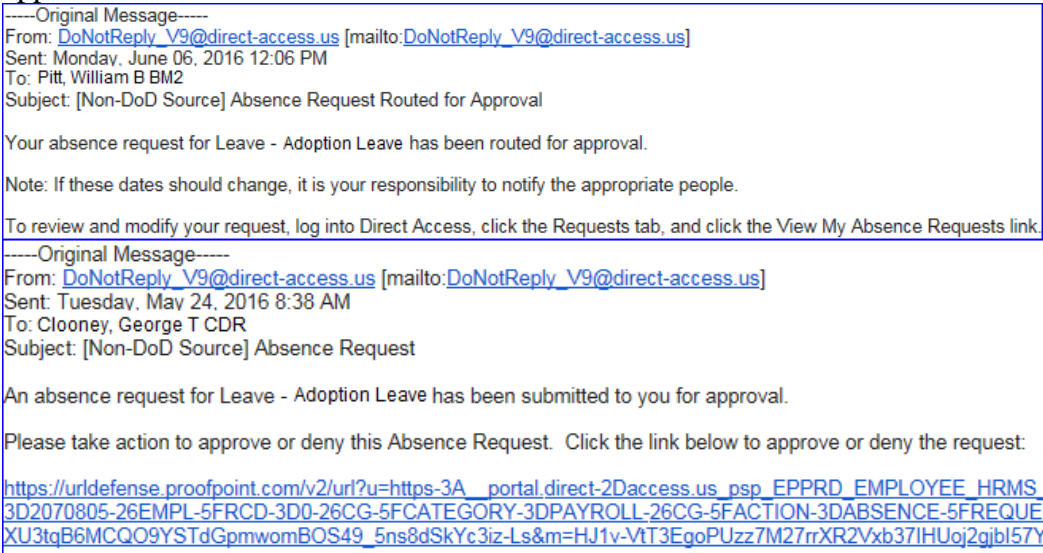
Proceduress,
continued

Step	Action
6	<p>When the File Attachment search box opens, select the Browse button to find the document and select Upload.</p> 
7	<p>To view the document uploaded click on the Arrow in front of Request Documents.</p>  <p>NOTE: If the attachment needs to be removed, click on the Minus Button.</p>
8	<p>Approver – Enter the Approver’s Empl ID. (NOTE: The approver must be the final approving authority for this requested absence. Make sure the approver is not absent and is able to approve it.)</p> <p>Enter the following information in the Comments block:</p> <ul style="list-style-type: none">• Absence Address• Phone Number• Regular leave Balance <p>Click on the Submit button.</p> 

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Submitting an Absence Request by Member, Continued


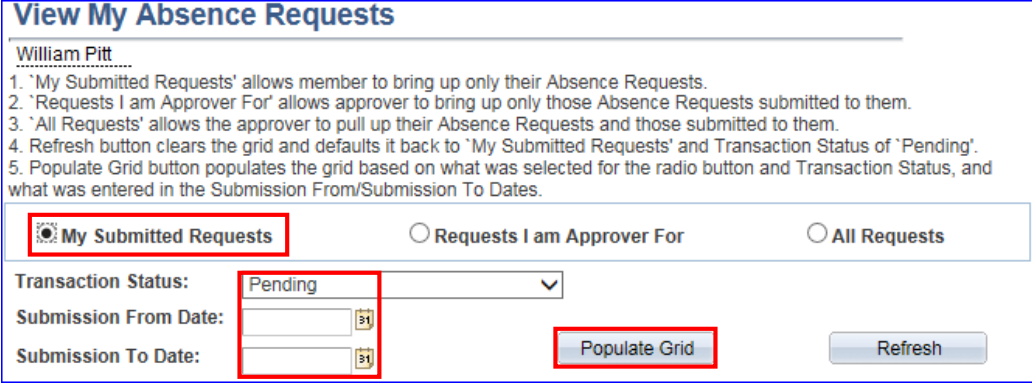
Proceduress,
continued

Step	Action
9	<p>If the Absence Request overlaps another request, a message box will appear. Click OK to close and update the dates.</p> 
10	<p>The action request is now pending approval.</p> 
11	<p>Once submitted, email notifications will be sent to the requester and the approver.</p>  <p>NOTE: For interim levels of approval, the email can be forwarded up the chain of command. The final approver then logs into DA or can click on the link provided in the email to approve the request.</p>

Viewing Absence Requests by Member

Introduction This section provides the procedures for viewing absence requests in Direct Access.

Procedures See below.

Step	Action
1	<p>From the Requests tab, select the View My Absence Requests link in the Self Service Requests pagelet.</p> 
2	<p>The View My Absence Requests page displays.</p>  <ul style="list-style-type: none"> • Leave the My Submitted Requests radio button selected. • Select one of the following Transaction Statuses: <ul style="list-style-type: none"> – Approved-Absence Requests that have been approved – Denied-Absence Requests that have been denied – On Hold-DO NOT USE EVER!!!! – Pending-Absence Requests that have been submitted but not approved/denied – Withdrawn-Absence Requests that were withdrawn by the member prior to approval. The status will show as Terminated. • Use the Submission Date fields to view Absence Requests for a specified date range. • Click the Populate Grid button.

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Viewing Absence Requests by Member, Continued


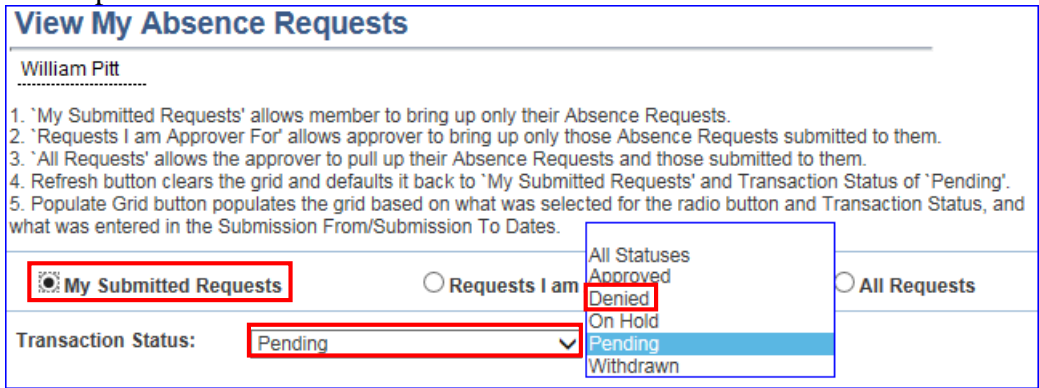
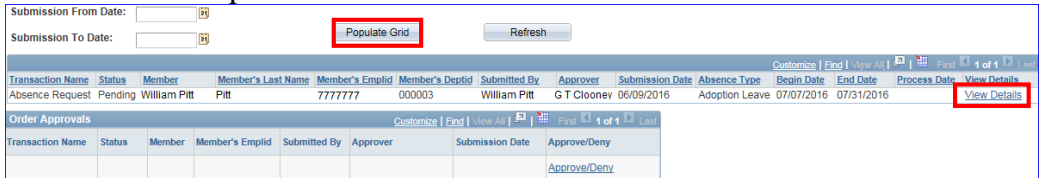
Proceduress,
continued

Step	Action																																											
3	<p>The results will display. Click View Details to view a specific request.</p> <div><div>Customize Find View All 1-13 of 13 First Last</div><table><tr><th>Transaction Name</th><th>Status</th><th>Member</th><th>Emplid</th><th>Deptid</th><th>Approver</th><th>Absence Type</th><th>Begin Date</th><th>End Date</th><th>Process Date</th><th>View Details</th></tr><tr><td>Absence Request</td><td>Approved</td><td>William Pitt</td><td>1234567</td><td>008146</td><td>George Clooney</td><td>Leave - INCONUS</td><td>01/16/2015</td><td>01/16/2015</td><td></td><td>View Details</td></tr><tr><td>Absence Request</td><td>Pending</td><td>William Pitt</td><td>1234567</td><td>008146</td><td>George Clooney</td><td>Leave - INCONUS</td><td>07/20/2016</td><td>07/20/2016</td><td></td><td>View Details</td></tr></table></div> <p>NOTE: The grid allows for sorting by headers. Select a header and it will resort the information.</p> <p>Depending on the Status of the request will determine if it can be updated or just viewed.</p> <table><tr><th>Status</th><th>Editable or View Only</th></tr><tr><td>Pending</td><td>Editable</td></tr><tr><td>Denied</td><td>Editable</td></tr><tr><td>Approved</td><td>View Only</td></tr><tr><td>Terminated</td><td>View Only</td></tr></table>	Transaction Name	Status	Member	Emplid	Deptid	Approver	Absence Type	Begin Date	End Date	Process Date	View Details	Absence Request	Approved	William Pitt	1234567	008146	George Clooney	Leave - INCONUS	01/16/2015	01/16/2015		View Details	Absence Request	Pending	William Pitt	1234567	008146	George Clooney	Leave - INCONUS	07/20/2016	07/20/2016		View Details	Status	Editable or View Only	Pending	Editable	Denied	Editable	Approved	View Only	Terminated	View Only
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Approved	View Only																																											
Terminated	View Only																																											

Withdrawing/Changing a Pending or Denied Absence Request

Introduction This guide provides the procedures for withdrawing/changing an Absence Request that is pending or denied in Direct Access. Absence requests sent to the wrong Approving Official must be withdrawn and resubmitted.

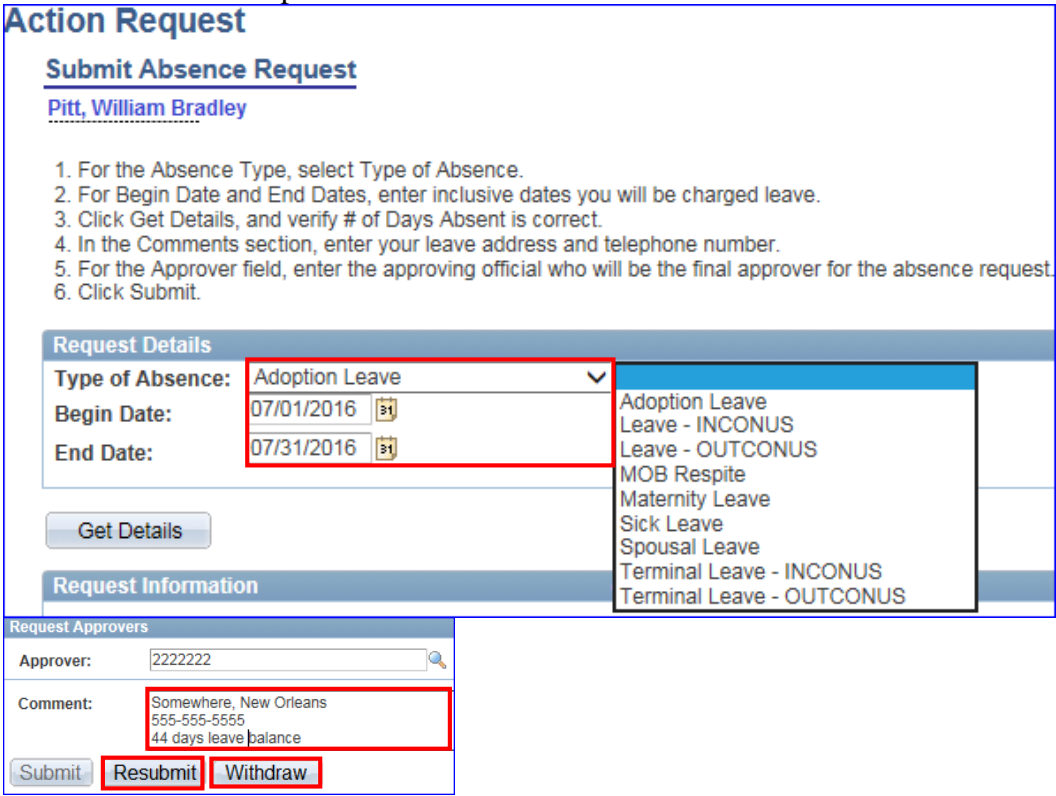
Procedures See below.

Step	Action
1	<p>From the Requests tab, select the View My Absence Requests link in the Self Service Requests pagelet.</p> 
2	<p>The page displays with the following defaults: My Submitted Requests radio button is selected and Transaction Status is Pending. If needing to change a Denied request, select the Denied option from the drop down.</p> 
3	<p>Click on the Populate Grid button and select the View Details link on the row that needs to be updated.</p> 

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Withdrawing/Changing a Pending or Denied Absence Request, Continued

Proceduress,
continued

Step	Action
4	<p>A new window will open with the information that was submitted.</p>  <p>At least one of the following fields will need to be changed:</p> <ul style="list-style-type: none"> • Type of Absence • Begin Date • End Date • Comments <p>Click the Resubmit button.</p> <p>If withdrawing the request, click the Withdraw button.</p>

Approving/Denying an Absence Request

Introduction

This guide provides the procedures for approving/denying absence requests in Direct Access.

NOTE: The approving official can make a change to the Absence Request prior to approving it.

There are two ways an AO can access an absence request to approve or deny it.

- Email Notification link
- Logging into Direct Access and using the View My Absence Requests link

Procedures

See below.

Step	Action						
1	<p>If approving by email notification, click on the link within the Absence Request email and skip to step 3.</p> <div><p>-----Original Message----- From: DoNotReply_V9@direct-access.us [mailto:DoNotReply_V9@direct-access.us] Sent: Tuesday, May 24, 2016 8:38 AM To: Clooney, George T CDR Subject: [Non-DoD Source] Absence Request</p><p>An absence request for Leave - Adoption Leave has been submitted to you for approval.</p><p>Please take action to approve or deny this Absence Request. Click the link below to approve or deny the request:</p><p>https://urldefense.proofpoint.com/v2/url?u=https-3A_portal.direct-2Daccess.us_psp_EPFRD_EMPLOYEE_HRMS_3D2070805-26EMPL-5FRCD-3D0-26CG-5FCATEGORY-3DPAYROLL-26CG-5FACTION-3DABSENCE-5FREQUEXU3tqB6MCQO9YSTdGpmwomBOS49_5ns8dSkYc3iz-Ls&m=HJ1v-VtT3EgoPUzz7M27rrXR2Vxb37IHUoj2gjb157Y</p></div> <p>If approving through DA, from the Requests tab, select the View My Absence Requests link in the Self Service Requests pagelet.</p> <div><p>My Page Self Service Requests</p><p>Self Service Requests</p><table><tr><td>Submit an Absence Request</td><td>View My Absence Requests</td></tr><tr><td>Submit a Delegation Request</td><td>View My Requests (all types)</td></tr><tr><td>User Access Request</td><td>Submit a Drill Request</td></tr></table></div>	Submit an Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	User Access Request	Submit a Drill Request
Submit an Absence Request	View My Absence Requests						
Submit a Delegation Request	View My Requests (all types)						
User Access Request	Submit a Drill Request						

Continued on next page

Approving/Denying an Absence Request, Continued

Procedures,
continued

Step	Action																																
2	<p>Select Requests I am Approver For, leave the Transaction Status as Pending and select Populate Grid. Then click View Details for the appropriate absence request.</p> <div><div><h3>View My Absence Requests</h3><p>George Clooney</p><p>1. 'My Submitted Requests' allows member to bring up only their Absence Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Absence Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Absence Requests and those submitted to them. 4. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 5. Populate Grid button populates the grid based on what was selected for the radio button and Transaction Status, and what was entered in the Submission From/Submission To Dates.</p><div><div><input type="radio"/> My Submitted Requests</div><div><input checked="" type="radio"/> Requests I am Approver For</div><div><input type="radio"/> All Requests</div></div><div>Transaction Status: <div>Pending</div></div><div>Submission From Date: <div></div></div><div>Submission To Date: <div></div></div><div><div>Populate Grid</div><div>Refresh</div></div><table><tr><td colspan="10">Customize Find View All 1-13 of 13 First Last</td></tr><tr><td>Transaction Name</td><td>Status</td><td>Member</td><td>Emplid</td><td>Deptid</td><td>Approver</td><td>Absence Type</td><td>Begin Date</td><td>End Date</td><td>Process Date</td><td>View Details</td></tr><tr><td>Absence Request</td><td>Pending</td><td>William Pitt</td><td>1234567</td><td>008146</td><td>George Clooney</td><td>Adoption Leave</td><td>07/01/2016</td><td>07/31/2016</td><td></td><td>View Details</td></tr></table></div></div>	Customize Find View All 1-13 of 13 First Last										Transaction Name	Status	Member	Emplid	Deptid	Approver	Absence Type	Begin Date	End Date	Process Date	View Details	Absence Request	Pending	William Pitt	1234567	008146	George Clooney	Adoption Leave	07/01/2016	07/31/2016		View Details
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Absence Request	Pending	William Pitt	1234567	008146	George Clooney	Adoption Leave	07/01/2016	07/31/2016		View Details																							
3	<p>Review the data on the page. Select the View Attachment link to view any uploaded documents.</p> <div><div><h3>Request Details</h3><div><div>Type of Absence:</div><div>Adoption Leave</div></div><div><div>Begin Date:</div><div>07/01/2016</div></div><div><div>End Date:</div><div>07/31/2016</div></div><div><div>Get Details</div></div></div><div><h3>Request Information</h3><div><div># of Days Absent:</div><div>31</div></div><div><div>Leave Balance:</div><div>44</div></div></div><div><div><div>▼ Request Documents</div><table><tr><td></td><td>Description</td><td>View Attachment</td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td>1 Adoption_Paperwork.docx</td><td>View Attachment</td><td><div><div>+</div></div></td><td><div><div>-</div></div></td></tr></table></div><div><h3>Request Approvers</h3><div><div>Approver:</div><div>2222222</div><div>George Clooney</div></div></div></div></div>		Description	View Attachment			<input type="checkbox"/>	1 Adoption_Paperwork.docx	View Attachment	<div><div>+</div></div>	<div><div>-</div></div>																						
	Description	View Attachment																															
<input type="checkbox"/>	1 Adoption_Paperwork.docx	View Attachment	<div><div>+</div></div>	<div><div>-</div></div>																													

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Approving/Denying an Absence Request, Continued



Procedures,
continued

Step	Action
4	<p>Comments are required for denying an absence request. NOTE: The member's Comments will show up under the Absence Request Approval section (may need to click on the View/Hide Comments link for the comments to display).</p> <div><div><div>Request Approvers</div><div><div>Approver: 2222222 George Clooney</div><div>Comment: <div></div></div><div><div>Approve</div><div>Deny</div></div></div></div><div><div>Absence Request Approval</div><div><div><div>Request Status: Pending View/Hide Comments</div><div>One Approval Level</div><div><div>Pending</div><div><div>George Clooney</div><div>Initial Approve Action Request</div></div></div><div><div>Comments</div><div><div>William Bradley Pitt at 06/09/16 - 10:25 AM</div><div><div>Somewhere, New Orleans</div><div>555-555-5555</div><div>44 days leave balance</div></div></div></div></div></div></div></div>
5	<p>Click Approve or Deny (comments required).</p> <div><div><div>Request Approvers</div><div><div>Approver: 2222222 George Clooney</div><div>Comment: <div></div></div><div><div>Approve</div><div>Deny</div></div></div></div><p>The system will send an email notification to the member letting them know the status of the Absence Request.</p></div>

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Approving/Denying an Absence Request, Continued

Procedures,
continued


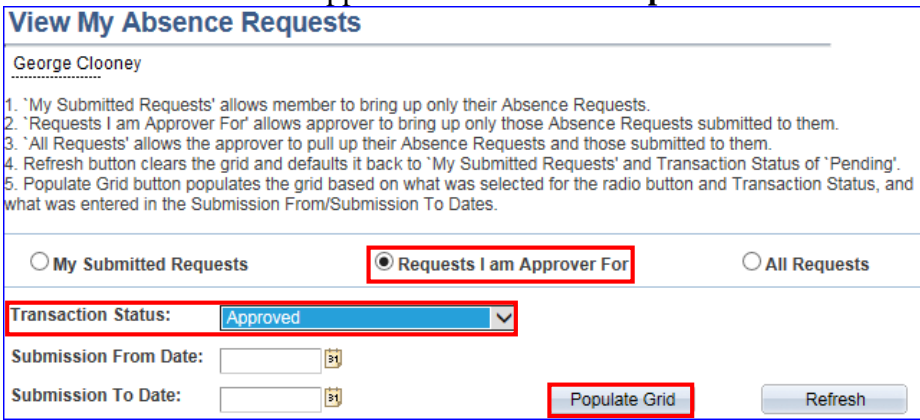
Step	Action
6	<p>The Absence Request Approval section will update with the selected choice.</p> <div><p>Absence Request Approval</p><p>Request Status: Approved View/Hide Comments</p><p>One Approval Level</p><div><p>Approved</p><p> George Clooney Initial Approve Action Request 06/17/16 - 11:16 AM</p></div><p>Comments</p><p>William BradleyPitt at 06/029/16 - 10:25 AM Somewhere, New Orleans 555-555-5555 44 days leave balance</p></div> <div><p>Absence Request Approval</p><p>Request Status: Denied View/Hide Comments</p><p>One Approval Level</p><div><p>Denied</p><p> George Clooney Initial Approve Action Request 06/17/16 - 11:16 AM</p></div><p>Comments</p><p>George T. Clooney at 06/17/19 - 11:16 AM Leave cancelled due to adoption postponement.</p><p>William Bradley Pitt at 06/09/16 - 10:25 AM Somewhere, New Orleans 555-555-5555 44 Day leave balance</p></div>

Denying an Approved Absence Request

Introduction This guide provides the procedures for denying an approved absence request in Direct Access.

Information Only the Commanding Officer or the designee may deny an approved Absence Request. Once the leave is processed to payroll, the SPO/Admin needs to use the leave correction action request to correct or delete it.

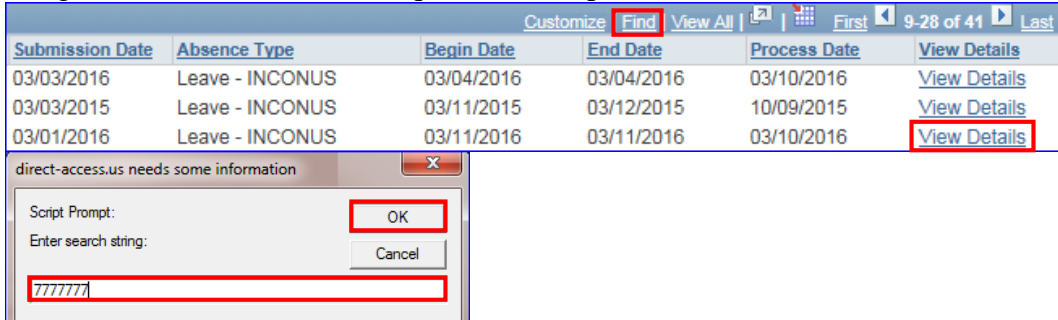
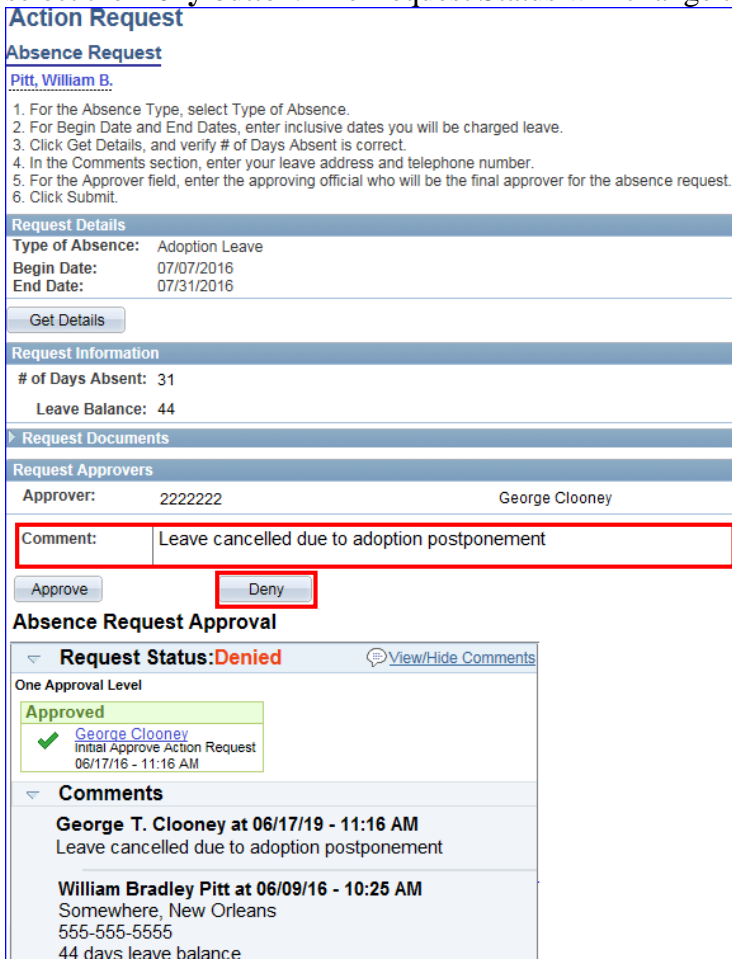
Procedures See below.

Step	Action
1	<p>If denying before the Absence request has processed, from the Requests tab, select the View My Absence Requests link in the Self Service Requests pagelet.</p> 
2	<p>Select the radio button for Requests I am Approver For and change the Transaction Status to Approved. Click on the Populate Grid button.</p> 

Continued on next page

Denying an Approved Absence Request, Continued

Procedures,
continued

Step	Action
3	<p>If there are many Absence Requests in an approved status, click the Find link on the grid within the page and enter the member's Empl ID and click OK. This will bring the members Absence Request to the top. Select the View Details link.</p>  <p>The screenshot shows a table with columns: Submission Date, Absence Type, Begin Date, End Date, Process Date, and View Details. The first three rows are highlighted. The 'View Details' link for the third row is highlighted. Below the table is a search dialog box titled 'direct-access.us needs some information'. It has a 'Script Prompt:' field, an 'Enter search string:' field, and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted.</p>
4	<p>The Absence Request page will open. Enter a Comment for the denial reason and select the Deny button. The Request Status will change to Denied.</p>  <p>The screenshot shows the 'Absence Request' page for 'Pitt, William B.'. It includes sections for 'Request Details', 'Request Information', 'Request Documents', and 'Request Approvers'. The 'Comment' field is highlighted with a red box, containing the text 'Leave cancelled due to adoption postponement'. The 'Deny' button is also highlighted with a red box. Below the 'Deny' button is the 'Absence Request Approval' section, which shows the 'Request Status' as 'Denied' and a list of approvals and comments.</p>

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Denying an Approved Absence Request, Continued

Procedures,
continued

Step	Action																																									
5	<div>The status of the Absence Request will be changed to Denied and an email will be sent to the member.</div> <table><tr><td colspan="13">Customize Find View All 1 First 4-29 of 31 Last</td></tr><tr><td>Transaction Name</td><td>Status</td><td>Member</td><td>Member's Last Name</td><td>Member's EmpId</td><td>Member's DeptId</td><td>Submitted By</td><td>Approver</td><td>Submission Date</td><td>Absence Type</td><td>Begin Date</td><td>End Date</td><td>Process Date</td><td>View Details</td></tr><tr><td>Absence Request</td><td>Denied</td><td>William Pitt</td><td>Pitt</td><td>7777777</td><td>000003</td><td>William Pitt</td><td>George Clooney</td><td>06/09/2016</td><td>Adoption Leave</td><td>07/07/2016</td><td>07/31/2016</td><td>06/10/2016</td><td>View Details</td></tr></table>	Customize Find View All 1 First 4-29 of 31 Last													Transaction Name	Status	Member	Member's Last Name	Member's EmpId	Member's DeptId	Submitted By	Approver	Submission Date	Absence Type	Begin Date	End Date	Process Date	View Details	Absence Request	Denied	William Pitt	Pitt	7777777	000003	William Pitt	George Clooney	06/09/2016	Adoption Leave	07/07/2016	07/31/2016	06/10/2016	View Details
Customize Find View All 1 First 4-29 of 31 Last																																										
Transaction Name	Status	Member	Member's Last Name	Member's EmpId	Member's DeptId	Submitted By	Approver	Submission Date	Absence Type	Begin Date	End Date	Process Date	View Details																													
Absence Request	Denied	William Pitt	Pitt	7777777	000003	William Pitt	George Clooney	06/09/2016	Adoption Leave	07/07/2016	07/31/2016	06/10/2016	View Details																													

Correcting/Deleting a Processed Absence Request

Introduction This guide provides the procedures for correcting/deleting a processed absence request in Direct Access.

Information **Once the leave is processed to payroll, ONLY the SPO/Admin can use this leave correction action request to correct/delete the request.**

The member will notify the commanding officer or the designee that an approved request needs to be corrected or deleted. The unit will send correspondence to the SPO requesting the absence be corrected or deleted. The request will include the following:


- Member's Name
- Member's EMPLID
- Original Absence Request Begin and End dates
- The necessary change needed on the original submitted request

The SPO/Admin will follow the below procedures to correct or delete the request.

Continued on next page

Correcting/Deleting a Processed Absence Request, Continued

Procedures See below.

Step	Action
1	<p>From the Requests tab, select the Absence Request Listing link in the Request Report pagelet to review the approved Absence Request that needs changed.</p> 

Continued on next page

Correcting/Deleting a Processed Absence Request, Continued


Procedures,
continued

Step	Action																										
2	<p>Enter the following information:</p> <ul style="list-style-type: none">• EMPLID• Begin Date On or After• End Date On or Before• Request Status(must select Approved from the drop down selection) <p>Click on the View Results button.</p> <div>CG_GP_ABSENCE_REQUEST - Listing of Absence Requests</div> <div><p>EMPLID: <input type="text" value="7777777"/></p><p>Department: <input type="text"/></p><p>Reports To: <input type="text"/></p><p>Begin Date On or After: <input type="text" value="07/01/2016"/></p><p>End Date On or Before: <input type="text" value="07/31/2016"/></p><p>Request Status: <input type="text" value="Approved"/></p><p>SPO: <input type="text"/></p><p>View Results</p></div>																										
3	<p>Approved Absence Requests matching the parameters specified in step 2 will be listed. If there are no results, the request hasn't been approved and can be corrected/deleted or withdrawn using Withdrawing/Changing a Pending or Denied Absence Request procedure.</p> <div><p>Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)</p><p>View All</p><table><tr><th></th><th>Seq Nbr</th><th>Last Name</th><th>First Name</th><th>EMPLID</th><th>Rank</th><th>Component</th><th>Department</th><th>Request Status</th><th>Absence Type</th><th>Submission Date</th><th>Begin Date</th><th>End Date</th></tr><tr><td>1</td><td>60</td><td>Pitt</td><td>William</td><td>7777777</td><td>E5</td><td>AD</td><td>PPC MIL ACCT SUP BR</td><td>Approved</td><td>Adoption Leave</td><td>06/09/2016</td><td>07/01/2016</td><td>07/31/2016</td></tr></table></div>		Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Absence Type	Submission Date	Begin Date	End Date	1	60	Pitt	William	7777777	E5	AD	PPC MIL ACCT SUP BR	Approved	Adoption Leave	06/09/2016	07/01/2016	07/31/2016
	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Absence Type	Submission Date	Begin Date	End Date															
1	60	Pitt	William	7777777	E5	AD	PPC MIL ACCT SUP BR	Approved	Adoption Leave	06/09/2016	07/01/2016	07/31/2016															

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Correcting/Deleting a Processed Absence Request, Continued

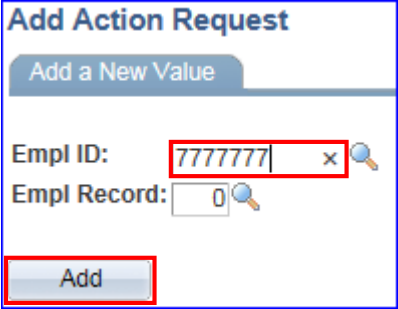
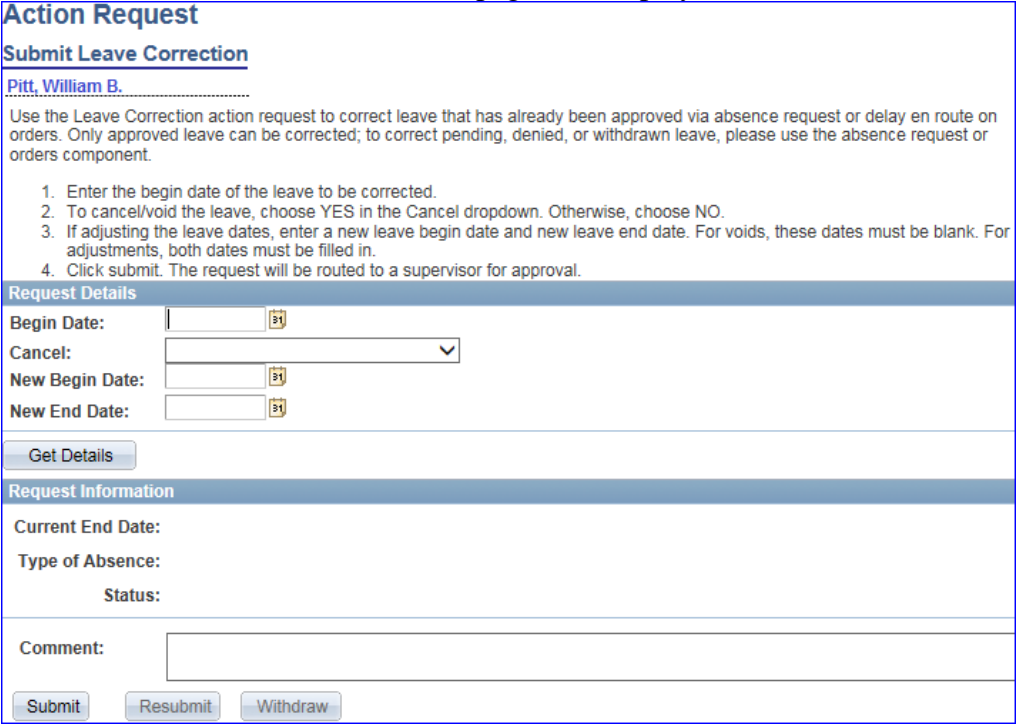
Procedures,
continued

Step	Action
4	<p>Return to the Requests tab and select the Approved Absence Corrections link in the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Requests' tab is selected at the top. The 'Self Service Requests' section contains links for 'Submit an Absence Request', 'Submit a Delegation Request', 'User Access Request', 'View My Absence Requests', 'View My Requests (all types)', and 'Submit a Drill Request'. The 'Payroll Requests' section contains a list of links including 'View My Requests', 'Civilian Clothing Allowance', 'Officer Uniform Allowance', 'Foreign Language Pay', 'Family Separation Allowance', 'Advance Liquidation Schedule', 'Meal Rate', 'Hostile Fire Pay', 'Career Sea Time Override', 'Hardship Duty Pay', 'Responsibility Pay Override', 'Approved Absence Corrections' (highlighted with a red box), 'PHS Installment Special Pay', 'EBDL Completion', 'Absence Request', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'SDAP', 'Cadet ICA', 'Combat Tax Exclusion', 'Career Sea Pay Premium', 'Pay Corrections', 'Career Sea Pay on TDY', 'Cadet COMRATS', 'PHS Monthly Special Pay', and 'Remove EBDL Completion'.</p>

Continued on next page

Correcting/Deleting a Processed Absence Request, Continued

Procedures,
continued

Step	Action
5	<p>Enter the members Empl ID and click on the Add button.</p> 
6	<p>The Submit Leave Correction action page will display.</p> 

Continued on next page

Correcting/Deleting a Processed Absence Request, Continued

Procedures,
continued

Step	Action
7	<p>If Correcting:</p> <ul style="list-style-type: none"> • Begin Date-Enter the original begin date. • Cancel-Select NO. • New Begin Date-Must be entered even if not changing. Enter the new begin date. • New End Date- Must be entered even if not changing. Enter the new end date. • Comment-Enter the reason for the change or correction. • Click on the Submit button and the request will be routed to the SPO for approval. <div> <p>Action Request</p> <p><u>Submit Leave Correction</u></p> <p>Pitt, William B.</p> <p>Use the Leave Correction action request to correct leave that has already been approved via absence request or delay en route on orders. Only approved leave can be corrected; to correct pending, denied, or withdrawn leave, please use the absence request or orders component.</p> <ol style="list-style-type: none"> 1. Enter the begin date of the leave to be corrected. 2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 3. If adjusting the leave dates, enter a new leave begin date and new leave end date. For voids, these dates must be blank. For adjustments, both dates must be filled in. 4. Click submit. The request will be routed to a supervisor for approval. <p>Request Details</p> <p>Begin Date: 07/07/2016 <input type="text"/></p> <p>Cancel: NO <input type="text"/></p> <p>New Begin Date: 07/11/2016 <input type="text"/></p> <p>New End Date: 07/31/2016 <input type="text"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Current End Date:</p> <p>Type of Absence:</p> <p>Status:</p> <p>Comment: Adoption postponed due to flight issues.</p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

Continued on next page

Correcting/Deleting a Processed Absence Request, Continued

Procedures, continued

Step	Action
8	<p>If Deleting:</p> <ul style="list-style-type: none">• Begin Date-Enter the original begin date.• Cancel-Select YES.• Comment-Enter the reason for the deletion.• Click the Submit button and the request will be routed to the SPO for approval. <div>Action Request Submit Leave Correction <u>Pitt, William B.</u> Use the Leave Correction action request to correct leave that has already been approved via absence request or delay en route on orders. Only approved leave can be corrected; to correct pending, denied, or withdrawn leave, please use the absence request or orders component.<ol style="list-style-type: none">1. Enter the begin date of the leave to be corrected.2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO.3. If adjusting the leave dates, enter a new leave begin date and new leave end date. For voids, these dates must be blank. For adjustments, both dates must be filled in.4. Click submit. The request will be routed to a supervisor for approval.<div>Request Details Begin Date: 07/07/2016 31 Cancel: YES New Begin Date: 31 New End Date: 31 Get Details Request Information Current End Date: Type of Absence: Status: Comment: Postponement of adoption indefinitely. Submit Resubmit Withdraw</div></div>

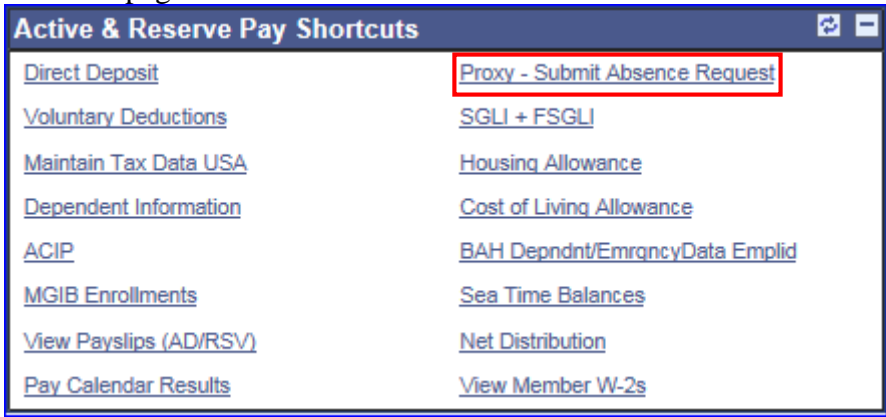
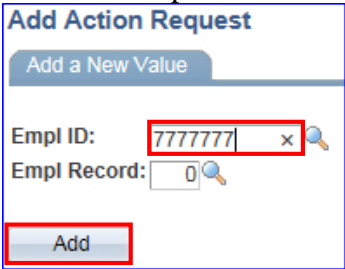
Absence Requests Submitted/Approved by SPO/ Admin

Introduction In most cases, Absence Requests will be submitted by a Proxy because member is unable due to lack of access to the system or the approving authority is not in the system/unable to approve in an appropriate time frame. The leave should then be submitted and approved via the Coast Guard Leave Authorization Form (CG-2519) or the Special Request/Authorization Form (NAVPERS 1336/3). Once the leave is approved, it should be forwarded to the SPO/Admin for entry into Direct Access.

In order to access the Absence Request page, the SPO/Admin user must have the CGHRS or CGFIELDADM role.

Important Information Do NOT input leave taken in conjunction with a PCS or Separation using Absence Request. This leave is recorded on the endorsement on orders or in the separation component.

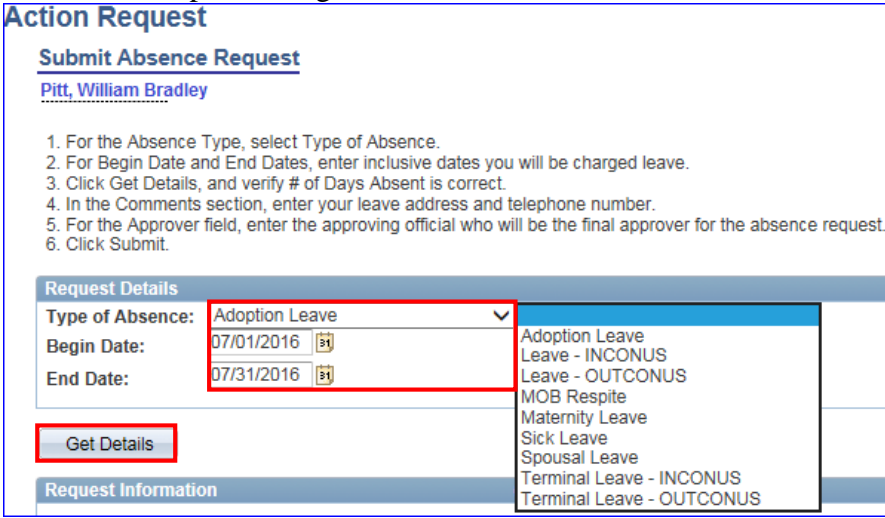
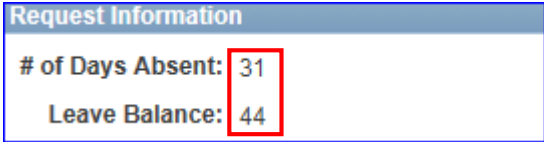

Procedures See below.

Step	Action
1	<p>Click on the Proxy- Submit Absence Request link in the Active & Reserve Pay Shortcuts pagelet.</p> 
2	<p>Enter the Empl ID and click the Add button.</p> 

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Absence Requests Submitted/Approved by SPO/ Admin, Continued

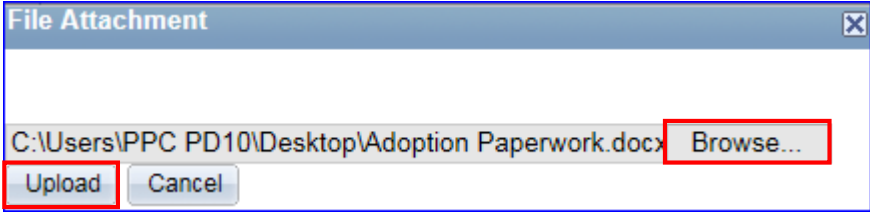
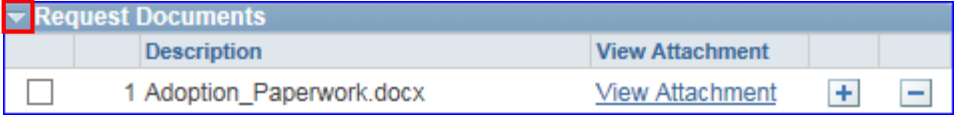
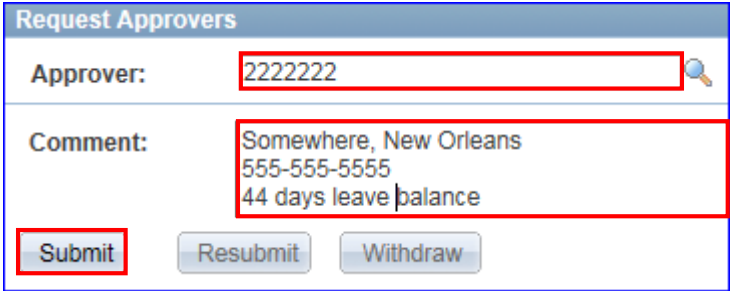
Proceduress,
continued

Step	Action
3	<p>The Submit Absence Request page will display. Verify the member's name is correct before proceeding.</p>  <p>Type of Absence- Select from the drop-down menu Begin Date- Enter the first full day of absence End Date- Enter the last full day of absence Click on the Get Details button. NOTE: The dates entered must not overlap with another Absence Request. An error message will appear.</p>
4	<p>The Request Information section will populate with the # of Days Absent and the Leave Balance.</p> 
5	<p>The Request Documents section allows attachments to be added to the request. Click on the Add Attachments link.</p> 

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Absence Requests Submitted/Approved by SPO/ Admin, Continued

Proceduress,
continued

Step	Action
6	<p>When the File Attachment search box opens, select the Browse button to find the document and select Upload.</p> 
7	<p>To view the document uploaded click on the Arrow in front of Request Documents.</p>  <p>NOTE: If the attachment needs to be removed, click on the Minus Button.</p>
8	<p>Enter the following information in the Comments block</p> <ul style="list-style-type: none"> • Absence Address • Phone Number • Regular leave Balance <p>Enter the approving officials Empl ID for the Approver. It must be a SPO supervisor with the CGHRSUP role.</p> <p>NOTE: The approver must be the final approving authority for this requested absence. Make sure the approver is not absent and is able to approve it.</p> <p>Click on the Submit button.</p> 

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Absence Requests Submitted/Approved by SPO/ Admin, Continued


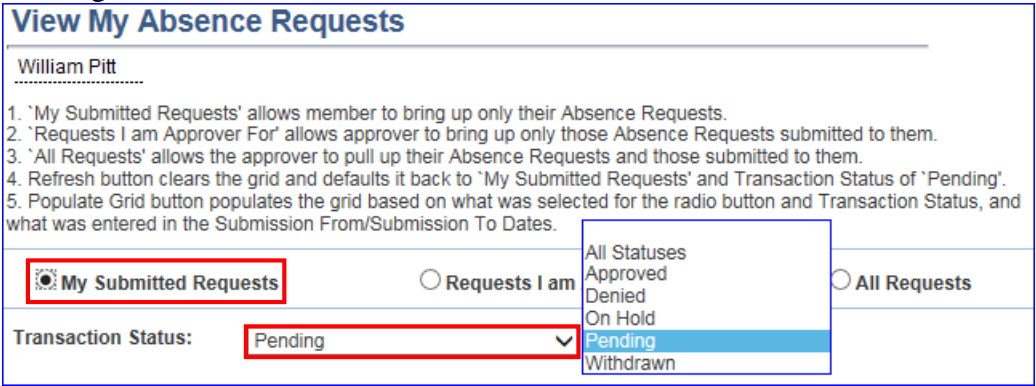

Proceduress,
continued

Step	Action
9	<p>The action request has been sent to the SPO/PAO for approval.</p> <div> <p>Absence Request Approval</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Approval Level</p> <div> <p>Pending</p> <p> George Clooney Initial Approve Action Request</p> </div> <p>Comments</p> <p>William Bradley Pitt at 06/09/16 - 10:25 AM Somewhere, New Orleans 555-555-5555 44 days leave balance</p> </div>
10	<p>Once submitted email notification will be sent to the approver.</p> <div> <p>-----Original Message-----</p> <p>From: DoNotReply_V9@direct-access.us [mailto:DoNotReply_V9@direct-access.us] Sent: Tuesday, May 24, 2016 8:38 AM To: Clooney, George T CDR Subject: [Non-DoD Source] Absence Request</p> <p>An absence request for Leave - Adoption Leave has been submitted to you for approval.</p> <p>Please take action to approve or deny this Absence Request. Click the link below to approve or deny the request:</p> <p>https://urldefense.proofpoint.com/v2/url?u=https-3A__portal.direct-2Daccess.us_psp_EPPRD_EMPLOYEE_HRMS_3D2070805-26EMPL-5FRCD-3D0-26CG-5FCATEGORY-3DPAYROLL-26CG-5FACTION-3DABSENCE-5FREQUEXU3tgB6MCQO9YSTdGpmwomBOS49_5ns8dSkYc3iz-Ls&m=HJ1v-VtT3EgoPUzz7M27rrXR2Vxb37IHUoj2qjbl57Y</p> </div>

View/Change/Withdraw an Absence Request by Proxy

Introduction The proxy that submitted the Absence Request may view the request they've submitted, make changes to a pending request, or withdraw it.

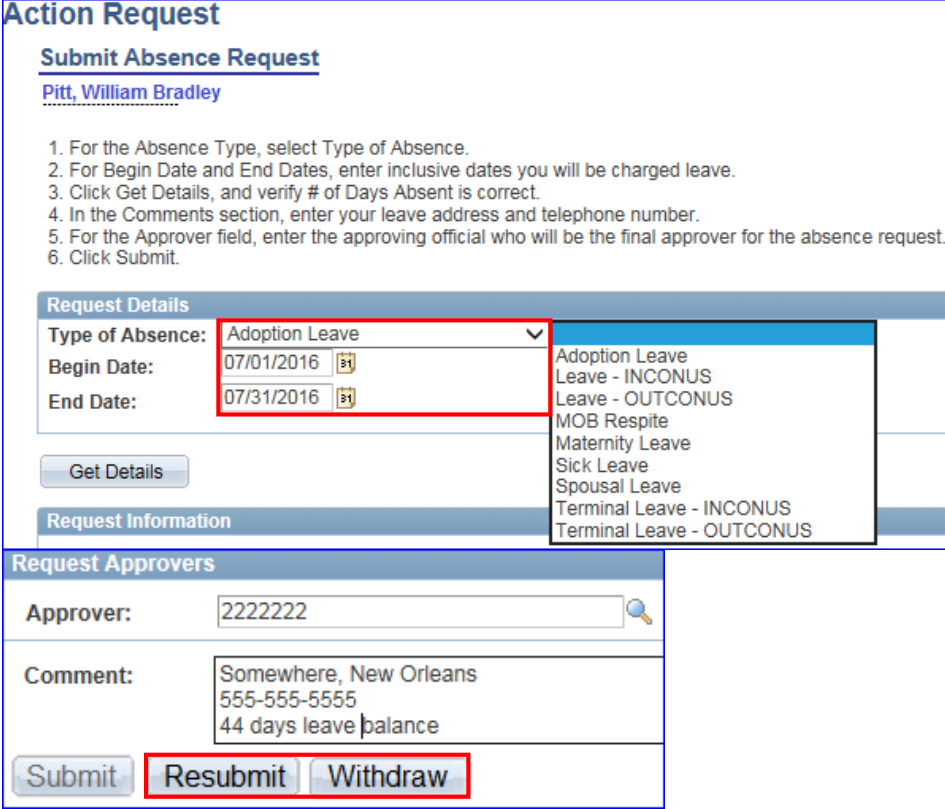
Procedures See below.

Step	Action
1	<p>From the Requests tab, select the View My Absence Requests link in the Self Service Requests pagelet.</p> 
2	<p>The page displays with the following defaults: My Submitted Requests radio button is selected and Transaction Status is Pending.</p> 
3	<p>Click on the View Details link on the Absence Request row that needs changed.</p> 

Continued on next page

View/Change/Withdraw an Absence Request by Proxy, Continued

Proceduress,
continued

Step	Action
4	<p>If changing or withdrawing, at least one of these fields must be changed:</p> <ul style="list-style-type: none"> • Type of Absence • Begin Date • End Date • Comments-A reason for the change or withdraw must be annotated. <p>Select the appropriate button to Resubmit or Withdraw.</p> 
5	<p>Two email notifications will be sent:</p> <ul style="list-style-type: none"> • Withdraw notification sent to the approver saying the request has been withdrawn • Submission notification to the approver saying the request has been submitted. <p>The original Absence Request that was changed will now show in a Terminated Status on the View My Absence Page.</p>

Absence Request Statuses

Introduction

This chart explains the status, a brief description, the user and the details about what the user can and cannot do in that status.

Information

Status	Description	User	In this Status, the user
Pending	Has been submitted by requester but not approved	Requester	<ul style="list-style-type: none">• <u>CAN change</u> details and then resubmit. The original request will be Terminated and a new request will be submitted with the changes.• <u>CAN withdraw</u> the request and will be set to Terminated.
		Approver	<ul style="list-style-type: none">• <u>CAN change</u> details and approve. Request Status changes to Approved.• <u>CAN deny</u> the request and status changes to Denied.
Terminated	Has been withdrawn by requester.	Requester	<u>CAN view</u> the details, comments and approver, but <u>CANNOT</u> make any changes.
		Approver	<u>CAN view</u> the details, comments and approver, but <u>CANNOT</u> make any changes.
Approved	Has been approved by the approver but not processed.	Requester	<u>CAN view</u> the details, comments and approver but <u>CANNOT</u> make any changes.
		Approver	<u>CAN change</u> the details and approve. Status changed to Approved .
	Has been through a Payroll Process.	Requester	<u>CANNOT</u> make any changes. If changes are necessary, the SPO will need to make changes.
Denied	A pending request has been denied by the approver.	Requester	<u>CAN change</u> details and then resubmit. The original request will be Terminated and a new Pending request will be submitted with the changes.
		Approver	<u>CAN view</u> the details, comments and approver but, <u>CANNOT</u> make any changes to it.

Email Notifications

Introduction

This chart details when email notifications will be sent to either the approver or the requester.

Information

User	Action	Email Sent To
Requester/Proxy	<ul style="list-style-type: none">• Submits an Absence Request to approver• Makes a change to their pending Absence Request• Withdraws their pending Absence Request• Makes a change to their denied Absence Request	Approver or Delegated Approver
Approver or Delegated Approver	<ul style="list-style-type: none">• Approves an Absence Request• Denies an Absence Request• Makes changes to an Approved Absence Request that has not processed through a payroll yet• Denies an Approved Absence Request that has not processed through a payroll yet	Requester

Absence Request Report

Introduction This guide provides procedures for running the Absence Request Listing report for monitoring all Absence Reports.

Information Must have the one of the following roles to access this report:

- CGSSCMD
- CGFIELDADM
- CGHRS
- CGHRSUP
- CGHRSIC
- CGHRSICSUP
- CGGWIS

This report will detail all of the following requests results:


- A specific member
- All members assigned to the sub-department
- All members assigned to the department and its sub-departments
- All members serviced by the SPO department

All requests can be ran for these specified statuses:

- All Statuses
- Pending
- Approved
- Denied
- Withdrawn

This report can be ran for all statuses and can be ran for a specified period of time.

Procedures See below.

Step	Action
1	<p>From the Requests tab, select the Absence Request Listing link in the Request Reports pagelet.</p> 

Continued on next page

Absence Request Report, Continued

Procedures,
continued

Step	Action																																																																																																											
2	<p>The CG_GP_ABSENCE_REQUEST – Listing of Absence Requests page will display.</p> <div><p>CG_GP_ABSENCE_REQUEST - Listing of Absence Requests</p><div><div><div>EMPLID:</div><div>7777777</div><div>x</div><div></div></div><div><div>Department:</div><div></div><div></div></div><div><div>Reports To:</div><div></div><div></div></div><div><div>Begin Date On or After:</div><div>06/01/2016</div><div>31</div></div><div><div>End Date On or Before:</div><div>07/15/2016</div><div>31</div></div><div><div>Request Status:</div><div>All Statuses</div><div></div></div><div><div>SPO:</div><div></div></div><div><div>View Results</div></div></div></div> <p>EMPLID: to pull up the member only Department: to pull up all members assigned to the sub-department Reports To: to pull up all members in the department and sub-department Begin Date On or After: begin date range to narrow the search End Date On or After: end date range to narrow the search Request Status: to pull up only members in a certain status (pending, approved, denied, withdrawn, or all statuses) SPO: to pull up all members serviced by that SPO Click the View Results button to display the results.</p>																																																																																																											
3	<p>The results will display the following fields and can be downloaded to an excel spreadsheet for printing.</p> <div><div>Download results in: Excel SpreadsheetCSV Text FileXML File (2 kb)</div><div><div>Print1.3.4.2Last</div><table><tr><th>Seq No</th><th>Last Name</th><th>First Name</th><th>EMPLID</th><th>Rank</th><th>Component</th><th>Department</th><th>Request Status</th><th>Absence Type</th><th>Submission Date</th><th>Begin Date</th><th>End Date</th><th>Duration (Days)</th><th>Approver EMPLID</th><th>Approver Last Name</th><th>Approver First Name</th><th>Approver Rank</th><th>Approver Component</th><th>Approver Department</th><th>Requester EMPLID</th><th>Requester Last Name</th><th>Requester First Name</th><th>Requester Rank</th><th>Requester Component</th><th>Requester Department</th><th>Process ID</th></tr><tr><td>1</td><td>45</td><td>PITT</td><td>BRAD</td><td>7777777</td><td>E5</td><td>AD</td><td>PPIC SEPARATIONS BR</td><td>Approved</td><td>Leave - INCONJUS</td><td>05/27/2016</td><td>07/06/2016</td><td>07/09/2016</td><td>3</td><td>3333333</td><td>Clooney</td><td>George</td><td>E5</td><td>AD</td><td>PPIC CALL CENTER SECTION</td><td>7777777</td><td>PITT</td><td>BRAD</td><td>E5</td><td>AD</td><td>PPIC SEPARATIONS BR</td><td>07/12/2016</td></tr><tr><td>2</td><td>47</td><td>PITT</td><td>BRAD</td><td>7777777</td><td>E5</td><td>AD</td><td>PPIC SEPARATIONS BR</td><td>Approved</td><td>Leave - INCONJUS</td><td>06/12/2016</td><td>06/22/2016</td><td>06/22/2016</td><td>1</td><td>3333333</td><td>Clooney</td><td>George</td><td>E5</td><td>AD</td><td>PPIC CALL CENTER SECTION</td><td>7777777</td><td>PITT</td><td>BRAD</td><td>E5</td><td>AD</td><td>PPIC SEPARATIONS BR</td><td>07/12/2016</td></tr><tr><td>3</td><td>46</td><td>PITT</td><td>BRAD</td><td>7777777</td><td>E5</td><td>AD</td><td>PPIC SEPARATIONS BR</td><td>Approved</td><td>Leave - INCONJUS</td><td>06/02/2016</td><td>06/03/2016</td><td>06/03/2016</td><td>1</td><td>3333333</td><td>Clooney</td><td>George</td><td>E5</td><td>AD</td><td>PPIC CALL CENTER SECTION</td><td>7777777</td><td>PITT</td><td>BRAD</td><td>E5</td><td>AD</td><td>PPIC SEPARATIONS BR</td><td>07/12/2016</td></tr></table></div></div>	Seq No	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Absence Type	Submission Date	Begin Date	End Date	Duration (Days)	Approver EMPLID	Approver Last Name	Approver First Name	Approver Rank	Approver Component	Approver Department	Requester EMPLID	Requester Last Name	Requester First Name	Requester Rank	Requester Component	Requester Department	Process ID	1	45	PITT	BRAD	7777777	E5	AD	PPIC SEPARATIONS BR	Approved	Leave - INCONJUS	05/27/2016	07/06/2016	07/09/2016	3	3333333	Clooney	George	E5	AD	PPIC CALL CENTER SECTION	7777777	PITT	BRAD	E5	AD	PPIC SEPARATIONS BR	07/12/2016	2	47	PITT	BRAD	7777777	E5	AD	PPIC SEPARATIONS BR	Approved	Leave - INCONJUS	06/12/2016	06/22/2016	06/22/2016	1	3333333	Clooney	George	E5	AD	PPIC CALL CENTER SECTION	7777777	PITT	BRAD	E5	AD	PPIC SEPARATIONS BR	07/12/2016	3	46	PITT	BRAD	7777777	E5	AD	PPIC SEPARATIONS BR	Approved	Leave - INCONJUS	06/02/2016	06/03/2016	06/03/2016	1	3333333	Clooney	George	E5	AD	PPIC CALL CENTER SECTION	7777777	PITT	BRAD	E5	AD	PPIC SEPARATIONS BR	07/12/2016
Seq No	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Absence Type	Submission Date	Begin Date	End Date	Duration (Days)	Approver EMPLID	Approver Last Name	Approver First Name	Approver Rank	Approver Component	Approver Department	Requester EMPLID	Requester Last Name	Requester First Name	Requester Rank	Requester Component	Requester Department	Process ID																																																																																			
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3	46	PITT	BRAD	7777777	E5	AD	PPIC SEPARATIONS BR	Approved	Leave - INCONJUS	06/02/2016	06/03/2016	06/03/2016	1	3333333	Clooney	George	E5	AD	PPIC CALL CENTER SECTION	7777777	PITT	BRAD	E5	AD	PPIC SEPARATIONS BR	07/12/2016																																																																																		

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Absence Request Report, Continued

Procedures,
continued

Step

Action

4

Field names and breakdowns will be explained in 3 sections.

Section 1:

Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Absence Type	Submission Date
45	PITT	BRAD	7777777	E5	AD	PPC SEPARATIONS BR	Approved	Leave - INCONUS	05/27/2016
47	PITT	BRAD	7777777	E5	AD	PPC SEPARATIONS BR	Approved	Leave - INCONUS	06/21/2016
46	PITT	BRAD	7777777	E5	AD	PPC SEPARATIONS BR	Approved	Leave - INCONUS	06/02/2016

Seq Nbr- Transaction identifier needed if the request needs to be reassigned to, approved by, or denied by a user other than to whom it was originally routed.

Last Name- Member's last name

First Name- Member's first name

EMPLID- Member's Employee ID

Rank- Member's rank

Component- The CG component the member is in

Department- Member's department name

Request Status- The current status of the Absence Request

Submission Date- Date the request was submitted

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Section 2:

Begin Date	End Date	Duration (Days)	Approver EMPLID	Approver Last Name	Approver First Name	Approver Rank	Approver Component	Approver Department
07/06/2016	07/08/2016	3	3333333	Clooney	George	E6	AD	PPC CALL CENTER SECTION
06/22/2016	06/22/2016	1	3333333	Clooney	George	E6	AD	PPC CALL CENTER SECTION
06/03/2016	06/03/2016	1	3333333	Clooney	George	E6	AD	PPC CALL CENTER SECTION

Begin Date- Date the absence began

End Date- Date the absence ended

Duration(Days)- The number of days the member was absent

Approver EMPLID- The approver's employee ID

Approver Last Name- Approver's last name

Approver First Name- Approver's first name

Approver Rank- Approver's rank

Approver Component- The CG component of the approver

Approver Department- Approver's department name

Continued on next page

Absence Request Report, Continued

Procedures,
continued

Step

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Action

Section 3:

Requester EMPLID	Requester Last Name	Requester First Name	Requester Rank	Requester Component	Requester Department	Process Dt
7777777	PITT	BRAD	E5	AD	PPC SEPARATIONS BR	07/12/2016
7777777	PITT	BRAD	E5	AD	PPC SEPARATIONS BR	07/12/2016
7777777	PITT	BRAD	E5	AD	PPC SEPARATIONS BR	07/12/2016

Requester EMPLID-

The employee ID of the person that submitted the request. **NOTE:** The requester could be the member or the person that submitted the request on behalf of the member (SPO/Admin).

Requester Last Name-

The last name of the person who submitted the request

Requester First Name-

The first name of the person who submitted the request

Requester Rank-

The rank of the person who submitted the request

Requester Department-

The department name of the person that submitted the request

Process Dt-

The date the Absence Report Listing is ran.